

Peer Assessment Committee
College of Physicians and Surgeons of New Brunswick



Peer Assessment Committee - Offsite Assessment

Instructions to Family Physicians

Provide copies of portions of five patient charts from:

- **Type II Diabetes Mellitus**
- **Chronic Pain**
- **Depression/Anxiety/Adjustment Disorders**
- **two of the following three: COPD, Hypertension, or Dyslipidemia** *

** If there is one of the above three that you do not see regularly, please substitute with another disease entity that you frequently see. Total of five charts only, five different disease entities.*

To allow the assessor to evaluate your management of the specific disease entity, please ensure these charts contain the following information. If copying from an EMR, make sure to include all relevant sections to reproduce the following:

- Cumulative Patient Profile or equivalent
- Current medication list, if not part of Cumulative Patient Profile
- Progress notes from the initial diagnosis with sufficient evolutionary notes that demonstrate care provided over a period of several years.
- Consultants' referrals and responses
- Clinic notes, ER notes, discharge summaries
- Copies of lab or other investigative reports and information how your office processes the results to ensure appropriate follow up
- Any other additional information you believe reflects the patient care.

Please ensure that you send enough information on each patient that the assessor can have an accurate picture of your management for each of the five diagnostic entities that you send and a complete picture of your care for that patient. Please highlight entries made by you in the charts if you share files with other physicians and label each chart as to what specific disease entity it represents.

Do not send original patient charts, as they will not be returned to you, and will be shredded. We recommend that you remove the name and address of the patient prior to mailing. Important identifiers such as age and gender, however, should not be deleted. If you have any questions, please contact the Dieppe office at: 506-852-4441 (phone) or email: PACNB@cpsnb.org.